

**INTERNAL AUDIT REPORT
OF ULB
(BARH NAGAR PARISHAD)**

FOR THE PERIOD

01/04/2021 TO 31/03/2022

(ANNUAL)

CONDUCTED BY

**M/s R. N. Singh & Co.
208, Hem Plaza, Fraser Road
Near Dak Bunglaw Chauraha,
Patna – 800001**

**From 23-09-2022 to 30-09-2022
Report Issued on 16-11-2022**

1. Executive Summary

1. INTRODUCTION

Name of the Municipality	BARH NAGAR PARISHAD
Period covered under current audit	01/04/2021 TO 31/03/2022 (Financial Year 2020-21)
Name of the Chairman of the ULB for the period under Audit.	Smt. Shakuntala Devi (01-04-2020 to 15-09-2020) Sri Rajeev Kumar (16-9-2020 to till the date of audit)
Name of Chief Municipal Officer for the period under Audit.	Mr. Ashutosh Gupta

2. Results and Findings

a. Strengths observed during the audit engagement:

1. Main cash book has been maintained by Barh Nagar Parishad.
2. Office infrastructure is sufficient for operation.
3. Response from officer & Staff were satisfactory.

b. Weaknesses observed in the functioning of office, maintenance of records etc. during the audit engagement:

1. We are not able to check the Compliance Status of AG Audit Observations for FY 2021-22 and previous as compliance report has not been prepared by the ULB.
2. Various register books of records etc. are not being prepared by the ULB such as Demand Register, statutory register with regards Survey register/files of hoardings.
3. Procurement register is not maintained by the Barh Nagar Parishad.
4. Barh Nagar Parishad is not in practice to prepare fixed asset register. Only soft copy is maintained
5. Barh Nagar Parishad is not in practice to charge depreciation
6. Advertisement Tax has not been levied by the Barh Nagar Parishad. There has not been any system developed for the levy of advertisement tax.
7. Various registers, books of records etc. are not being prepared by the ULB. Such as, Pay Roll Register, PF Register, Store Register, Capital Goods Consumable/non-consumables, Journals & Magazines, Investment Register, Bill Register, File Movement Register etc. ULB should maintain these registers as soon as possible.
8. ULB is not in practice to maintain subsidiary cash book of all scheme. Some schemes are Consolidated in the Treasury Cash Book. Such as: -14th Finance, State Plan, CM Nali Gali, CM Nal Jal, Civic Amenities, Stamp Duty, EO Salary, City Manager Mandey, Etc.
9. Municipal accounts committee has not been constituted till the date of audit.
10. Stock Register is not properly maintained by the Barh Nagar Parishad.
11. Tower list and data related to tax collected on that was not given by ULB.
12. Tax collection Receipts and Bill vouchers related to property tax collection is not given by ULB.
13. Details related to bifurcation of Income which was written in "Revenue Receipts & Others" head of



Main Cash Book was not given by ULB.

14. Bank Reconciliation Statement was not prepared by ULB.
15. Data of Tally of F.Y-2021-22 and previous was not given by ULB.
16. Holding Tax of high value property was not given by ULB.

3. Opinion

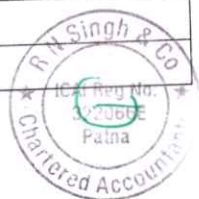
As per Our Opinion the following improvements are required.

- For maintenance of Required Registers.
- Separation of work in area of internal revenue collection demand generation and assessment of properties.
- In Human Recourses Management such training and rotation of employees.
- For maintenance of accounts
- For balancing of demand and collection of internal revenues.
- It requires to pay all the statutory liabilities like TDS, Royalty and GST on timely basis.
- Monthly review of delegated works.
- Compliance of Statutory Requirements.
- Documents must have been maintained throughout the year not at the time of audit.
- Finding new areas for revenue generation
- For compliance of FM manual in respect of depositing of collected amount

4. Audit Recommendations:

The Recommendation of Audit Team on the Observed weakness.

SI No	We Recommend the followings: -
1.	Compiling the observation which is observed during the course of CAG Audit and prepare a compliance Report as quickly as possible.
2.	Barh Nagar Parishad must have to maintain fixed asset register that will help in: <ul style="list-style-type: none">• Track and identify the asset.• Security of the asset specifically to prevent theft.• Calculate depreciation annually.• Track gross book value and net value of asset.• Assists in conducting audit of assets and asset verification.• Help in estimating the repairs and maintenance cost.• Assists in estimating the future capital investment in fixed assets.• Comply with statutory requirements.
3.	BRS should be prepared by the ULB.
4.	Recording and maintenance of Consolidated Cash Book.
5.	Complete the back logs of double entry with the help of Tibrewal Chand & Co.



6.	Constitution of Municipal Accounts Committee in the next financial year.
7.	Preparing the demand register and serve notices to the property holders to deposit the holding and other taxes which is levied but not deposited till the date.
8.	Segregation of the process related to calculation recovery & updation of demand register.
9.	Assess the measurement all properties within the jurisdiction of ULB.
10.	Follow the procedure which is prescribe in terms of depositing the tax & other charges collected.
11.	Prepare demand register in respect of Tower Tax Rent on Municipal Properties Trade License etc.
12.	Bifurcate the income in different heads from which it is related.
13.	Impose Advertisement tax as per guideline prescribed.
14.	Maintenance of the registers which is required for strengthen the internal control system.
15.	Prepare monthly receipt and payment account Journals Ledgers & Trial Balance.
16.	Prepare financial statements.
17.	Compliance of all Statutory Requirements.
18.	Timely fill the GST as well as TDS returns.
19.	Timely submit the UCs and refund the unutilized amount to the department.

5. Comments from Management:

As per discussion with Management, they have ensured that they are looking into the matter and proper action will be taken for all the irregularities coming out from audit.

Detail discussions on this are given in Discussion Note as attached **Annexure-1**.

6. Acknowledgement:

We thank Sri. Janardhan Prasad Verma for his support during the period of our audit. We are also thankful to accountant and other staff of the Nagar Parishad for their co-operation during the period of audit.

7. Management Discussion with Risk Assessment: - Ref Annexure: - 1.

Sl. No.	Observations (Sort the observations from high risk to low)	Risk Rating	Design Gap	System Gap	Operational Gap	Management (CMO)Comments
1.	Various register books of records etc. are not being prepared by the ULB such as Demand Register, statutory register with regards Survey register/files of hoardings.	High	Yes	Yes	Yes	It will be maintained soon.
2.	Barh Nagar Parishad is not in practice to prepare fixed asset register.	High	Yes	Yes	Yes	It is being prepared by DEAS team.
3.	Barh Nagar Parishad is not in practice to charge depreciation	Low	Yes	Yes	Yes	It is being charged by DEAS team.
4.	Advertisement Tax has not been	Medium	Yes	Yes	Yes	No advertisement as such is observed in



	levied by the Barh Nagar Parishad. There has not been any system developed for the levy of advertisement tax.					this FY.
5.	ULB is not in practice to maintain subsidiary cash book of all scheme. Some schemes are Consolidated in the Treasury Cash Book. Such as: -14 th Finance, State Plan, CM Nali Gali, CM Nal Jal, Civic Amenities, Stamp Duty, EO Salary, City Manager Mandey, Etc.	Medium	Yes	Yes	Yes	It will be taken care in near future.
6.	Municipal accounts committee has not been constituted till the date of audit.	High	Yes	Yes	Yes	It is under process.
7.	Stock Register is not properly maintained by the Barh Nagar Parishad.	Medium	No	Yes	Yes	It will be maintained .
8.	Tax collection Receipts and Bill vouchers related to property tax collection is not given by ULB.	Medium	No	Yes	Yes	It will be provided in next audit.
9.	Details related to bifurcation of Income which was written in "Revenue Receipts & Others" head of Main Cash Book was not given by ULB , it was same as previous FY2020-21, We were unable to identify various expense and receipts which were booked in cash book as proper clarification regarding the entries was not observed by us.	Medium	Yes	Yes	Yes	It will be taken care in near future.
10.	Bank Reconciliation Statement was not prepared by ULB for the FY2021-22.	High	Yes	Yes	Yes	BRS will be prepared onwards.
11.	As per DEAS team, entries for FY2021-22 is in process due to which we were unable to audit the same.	High	Yes	No	Yes	Yes, entries for the FY21-22 is under process , we will provide the information as soon as entries are made and it is under auditable position.



12.	The amount of tax collected by the Tax collector is required to be handed over to the cashier next day of the collection. The same process is not followed. Tax collector hands over the collected cash to the cashier after a time gap of 15 to 30 days. Details are given in detailed audit report.	Medium	Yes	Yes	Yes	It will be taken care in near future.
13.	Opening & Closing of Main/Consolidated Cashbook has not been done on day-to-day basis which is not as per Bihar Municipal Accounting Manual. It should be closed on daily basis.	Medium	Yes	No	Yes	It will be taken care.
14.	During verification of property tax related documents, we have found so many property holders that are not paying property tax from a long time. ULB should take necessary action for recovery of the same.	Medium	Yes	No	Yes	Noticed has been issued and several reminders sent to property holders.
15.	Details of directives of UD & HD were not provided for the FY21-22.	Medium	Yes	No	Yes	It will be provided.
16.	AG compliance and Internal Audit compliance report was not provided by ULB.	Medium	Yes	Yes	Yes	It will be provided.
17.	TDS Challan (Form 24Q, Form 26Q) has not been provided to us for each quarters , hence we are not in the position to authenticate that it was deposited within the stipulated time.	Medium	Yes	Yes	No	It will be provided.
18.	Log book vehicles and DG set have not been provided for the FY21-22.	Medium	Yes	Yes	No	It will be provided.
19.	Utilization certificate of various scheme is not provided by the ULB for the FY21-22, hence details of pending UC for the FY21-22 cannot be detected	Medium	Yes	Yes	No	As utilization certificate compilation is still pending, we will provide it as soon as possible.



20.	Various registers were not maintained by ULB, Such as: - Journal/Magazine, Register for temporary Advances, Register of Remittances made into bank, Register of Bank Drafts, bill register, stock register, capital goods/consumables articles, statutory deduction register, fixed asset register, grant register, file movement register, procurement register, payroll register, PF register, advance register.	Medium	No	Yes	Yes	It will maintained.
21.	Details of mobile tower tax collection, establishment, previous outstanding received, interest charged there on was not provided by the ULB for FY21-22. Also details of outstanding balance of 2590838 for the FY20-21 is not provided to us, whether it is still standing outstanding or any recovery has been received .	Medium	Yes	No	Yes	It will be provided in next audit.
22.	Proper stocking of files and data was not observed , every data when needed was not presented to us.	Medium	No	No	Yes	Will taken care in future.
23.	Tax collectors (except one or two) were inefficient and not cognizant of the fact that how tax is calculated, it raises question against the trueness of amount of tax ULB receives as Holding Tax.	Medium	Yes	Yes	Yes	Will strictly look after this.

For R. N. SINGH & CO.
Chartered Accountants
ICAI Reg.No:322066E

Barh
CA Chanakya Shree
Partner

Mem No: 079322

Place: Patna

Date: 23-11-2022

UDIN: 22079322BDWRQ24420



SD: -
Executive Officer

Nagar Parishad

2. Auditee Profile

1. Introduction

The Internal Audit of (Barh Nagar Parishad) covering the Period from 1st April 2021 to 31st March 2022 was conducted by following person under the guidance of TL CA Ashok Kumar Pandey and MAE CA Birendra Kumar Singh.

Mr. Rohit Shrivastav

2. Administration

The present body of the ULB has taken charge on 26/03/2020. The incumbency in the key administrative and executive positions was as under:

Smt. Shakuntala Devi -Chairman (01-04-2020 to 15-09-2020)

Sri Rajeev Kumar -Chairman (16-9-2020 to till the date of audit)

Mr. Ashutosh Gupta (Executive Officer) from 5th July 2022 to till date.

3. Review of outstanding audit paras:

Status of Audit Observations is as under:

Sl. No.	Particulars of Audit and date of report	Total no. of audit Paras	Total no. of audit Paras where necessary improvement/ corrective measure is required	Total no. of audit Paras where recovery of cash is proposed	Total no. of audit Paras where recovery has been made	Total amount of Recovery	Total no. of outstanding para where no action has been taken	No. and Date of Compliance Report
1	AG Audit for the period 2013-14 2014-15 & 2015-16	19	17	2	0	0	19	No compliance report provided to us for verification
2	Internal Audit Report dt 29.06.2016	9	9	0	0	0	9	No compliance report provided to us for verification
3	Internal Report for the period 2015-16	10	10	0	0	0	10	No compliance report provided to us for verification

4. Finance

I. Budgetary provisions and expenditure for the last three years.



Year	2019-20	2020-21	2021-22
Final/Revised Budget	87,73,36,653.00	861763052.00	950045218.00
Actual Expenditure	7,04,51,974.35	81273120.61	221319983.16
Savings (+)/ Excess (-)	80,68,84,678.65	780489931.39	728725234.84

II. Volume of transactions:

Volume of Transactions Annual (2021-22)			
Period	Budgeted	Previous Year (for one year)	Annual
	(2021-22)	(2020-21)	(2021-22)
Opening balance	303280773	250703577.45	351136902.84
Receipts	647110624	181706446.00	230935132
Total	950391397	432410023.45	582072034.84
Net expenditure	950045218	81273120.61	221319983.16
Closing balance	386180	351136902.84	360752051.68

III. Bank Reconciliation: -We have observed that Barh Nagar Parishad is not in practice to maintain subsidiary cash book for treasury scheme. However, bank reconciliation statement has also not been prepared by the ULB. Moreover, the balance of different bank accounts has been provided to us.

Details of Closing Balance:

SL. No.	Name Of Scheme	Account Details	Cashbook Bal. as on 31.03.2022	Passbook Bal. as on 31.03.2022	Difference	Whether BRS Prepared Or Not Prepared
1	Treasury	PLA 002	334839936.00	334839936.00	0	Not Prepared
2	BRGF	PNB 2396	2241825	2241825	0	Not Prepared
3	SBM	BOI 7455	124569	124569	0	Not Prepared
4	SBM	IDBI 5976	3372693	3372693	0	Not Prepared
5	HFA	IDBI 5985	288575	288575	0	Not Prepared
6	Revenue Receipt	PNB 3282	385162.18	385162.18	0	Not Prepared
7	PENSION/ Kabir Anthyosti	AXIS 1957	1927018	1927018	0	Not Prepared
8	E- Gov.	AXIS 3314	9079	9079	0	Not Prepared



9	SJSRY	AXIS 9025	34047	34047	0	Not Prepared
10	NULM	IDBI 3662	4608	4608	0	Not Prepared
11	SBM	ICICI 0626	2096912	2096912	0	Not Prepared
12	BRGF	CANARA 8667	25053	25053	0	Not Prepared
13	PF Account	MBGB	2417348.38	2417348.38	0	Not Prepared
14	PF Account	PNB	2929134.98	2929134.98	0	Not Prepared
15	PETTY CASH A/C	SBI 462	10056091.14	10056091.14	0	Not Prepared
16	SBM (BOB)	BOB 9271	0	0	0	Not Prepared

IV. Revenue & Capital Receipts Information: -

Sl. No.	Details	2019-20		2020-21		2020-21	
		2019-20 (ANNUAL)	2018-19 (ANNUAL)	2020-21 (ANNUAL)	2019-20 (ANNUAL)	2021-22 (ANNUAL)	2020-21 (ANNUAL)
	Total Receipts (A+B)	143866241.80	100543850.00	181706446.00	143866241.80	230935168	181706446.00
A.	Revenue Receipts (1+2+3)	138492201.80	24503274.00	15394056.00	138492201.80	103627582	15394056.00
1	Own Revenue Receipts (a+b)	5242198.00	6764954.00	11180211.00	5242198.00	50292505	11180211.00
a)	Tax Revenue (levied and collected by municipal body)	5057003.00	5885545.00	9947803.00	5057003.00	38148755	9947803.00
i)	Property tax	2796503	5885545	9947803	2796503	38148755	9947803
ii)	Other tax (levied and collected by municipal body)	2260500	0	0	2260500	0	0
b)	Non-tax revenue (levied and collected by municipal body)	185195.00	879409.00	1232408.00	185195.00	12143750	1232408.00
i)	Fees & fines	6690	0	223869	6690	0	223869
ii)	User Charges	6391	879409	1008539	6391	12143750	1008539
iii)	Other non-tax revenue (levied and collected by municipal body)	172114	0	0	172114	0	0
2	Other Revenue Receipts	4031705.00	1641655.00	1747845.00	4031705.00	23490411	1747845.00



a)	Income from interest/investments	2363490	1322355	1278532	2363490	15577292	1278532
b)	Other Revenue income	1668215	319300	469313	1668215	7913119	469313
3	Transfers/ Grants/ Assigned Revenues	129218298.80	16096665.00	2466000.00	129218298.80	32961718	2466000.00
a)	State Assigned Revenue	116480508.8	0	2466000	116480508.8	0	2466000
b)	State Finance Commission (SFC) Grants/ Devolution	315000	15824445	0	315000	32961718	0
c)	Octroi compensation	0	0	0	0	0	0
d)	Other State Govt. Transfer	0	272220	0	0	0	0
e)	Central Finance Commission (CFC) Grant	12422790	0	0	12422790	0	0
f)	Other Central Govt. Transfer	0	0	0	0	0	0
g)	Others	0	0	0	0	0	0
B.	Capital Receipts	5374040.00	76040576.00	166312390.00	5374040.00	1273075860	166312390.00
1	Sale of Municipal Land	0	0	0	0	0	0
2	Loans (from State Govt. or Banks etc.)	0	0	0	0	0	0
3	State Capital Account Grant (under State Schemes etc.)	5244335	52935273	4042806	5244335	85365091	4042806
4	Central Capital Account Grant (under Central Schemes etc.)	129705	23105303	162269584	129705	41650194	162269584
5	Other Capital Receipts	0	0	0	0	292301	0

V. Revenue and Capital Expenditure Information: -

Sl. No.	Details	2019-20		2020-21		2021-22	
		2019-20 (ANNUAL)	2018-19 (ANNUAL)	2020-21 (ANNUAL)	2019-20 (ANNUAL)	2021-22 (ANNUAL)	2020-21 (ANNUAL)
	Total Expenditure (1+2)	70,451,974.35	109,320,700.00	81,273,120.61	70,451,974.35	221319983.16	81,273,120.61
1	Revenue Expenditure	29,308,396.18	51,331,846.00	33,313,596.61	29,308,396.18	115144100	33,313,596.61
1.1	Administrative Expenses, Establishme	27082085.54	30466934	30686457.61	27082085.54	23849569	30686457.61



	nt and Salaries (All Departments- Regular and Contractual Staff)						
1.2	Operation and Maintenance (O&M)	1529608.6	16205229	1572788	1529608.6	0	1572788
1.3	Loan repayment (Interest payments)	0	0	0	0	0	0
1.4	Others (any other revenue expenditure which is not salaries, O&M or Interest Payment)	696702.04	4659683	1054351	696702.04	91294531	1054351
2	Capital Expenditure	41,143,578.17	57,988,854.00	47,959,524.00	41,143,578.17	106175883.16	47,959,524.00
2.1	All developmental works under Central/State specific schemes	40594483.47	57539776	47394034	40594483.47	106175883.16	47394034
2.2	Loan Repayments (Principal Amount)	0	0	0	0	0	0
2.3	Other Capital expenditure	549094.7	449078	565490	549094.7	0	565490

VI. Status of implementation of Double Entry Accounting System:

Accounts of Nagar Parishad Barh has not been maintained on the basis of Double Entry Accounting System. The consultant for DEAS is working but no data is being provided by them for the particular period further as per previous internal audit report the accounts has not been prepared by them. The DEAS team Tibrewal Chand & Co has started their work from.17.03.2018.

- Year wise Status of DEAS are as follows;

FY- 2014-15: Completed.
FY- 2015-16: Completed.
FY- 2016-17: Completed.
FY- 2017-18: Completed.



FY- 2018-19: Completed.
FY- 2019-20: Completed.
FY- 2020-21: Completed.
FY- 2021-22: Data entries are in process and not in auditable position for now.

- Interval of accounting entry passed in tally: Daily Basis.
- Opening Balance Sheet: Not Prepared.
- Annual Financial Statement: In Process.
- Tally License Id: Nagarparishadbarh@gmail.com
- Tally Serial No.: 786646971
- Installed in: Barh Nagar Parishad System.

VII. Status of Municipal Accounts Committee; if meeting is held

As per section 98 of Bihar Municipal Act 2007 it is necessary for the Municipality to constitute a Municipal Accounts Committee at its first meeting in each year or as soon as may be at any subsequent meeting thereto but no Municipal Accounts Committee has been constituted by the Barh Nagar Parishad till the date of our audit.

3. Summary Audit Observations

Part – A (Monetary Implication):

All Audit objections/irregularities which has monetary implication particularly in following areas;

- a. Leakage of own source revenue (tax and non-tax) either due to wrong assessment or non-levy of property tax mobile tower tax rent on municipal properties advertisement tax Trade License User Charges and fee etc.

(i) Mobile Tower Collection:

Audit Objective – As per Point No. – 5 of TOR

Criteria – Tower Tax is taxes on Communication Tower & related structure as defined in BIHAR COMMUNICATION TOWERS AND RELATED STRUCTURES RULES 2012. As per the rule all operators are required to register with their concerned ULBs and pay registration fee & renewal charges on annual basis for communication tower erected within municipal area. Currently the registration fee for Nagar Parishad Rs.40000/- per tower and annual renewal fee is Rs.10000/- per annum per tower

Condition –The updated details of tower installed and dues of tower tax has not been provided to us and in absence of that and we are unable to provide the quantitative details of the outstanding/dues tower taxes further these irregularities has been also discussed by the management in point 11 of the discussion note.



Consequence Effect/ Impact- Due to non-collection of Tower Tax with in prescribe time line ULB incurred interest loss and also the due to non-collection of taxes public interest has also been suffered.

Cause- We observed that due to lack of proper follow up and monitoring of activities of concerned person of the ULB on regular interval. The ULB has not proper mechanisms for supervision and monitoring of the Tower Rent due to which result in Revenue leakage.

Corrective Action / Recommendation - As per our opinion management should review the collections on monthly and take appropriate actions against irregularity.

(ii) **Advertisement Tax:**

Audit Objective – As per Point No. – 5 of TOR

Criteria– Non – levied of advertisement tax by the ULB.

Consequence / Effect / Impact - Due to non - levied of collection of advertisement tax, there is a revenue loss to ULB.

Cause– This happens due to lack of awareness of imposition of advertisement tax of concerned person of the ULB.

Corrective Action / Recommendation – There should be proper monitoring and further steps are required to be taken for collection of advertisement tax by concerned ULB.

(iii) **Holding & Property Tax Deposit – Irregularity:**

Audit Objective – As per Point No. – 5 of TOR

Criteria – As per Rules 22(1) of Bihar Municipal Accounting Rules, 2014 Tax Collected has to be deposited on same day or latest before noon on the following working day.

Condition - Tax Amount is not deposited timely into Bank. Tax amount Should be deposited in the bank on the same day or by the next working day. All the data related to Tax collection was not provided by the Barh Nagar parishad (Asking letters was attached) and the data which are provided, taxes are deposited on the same day or on next working day.

Consequence / Effect / Impact – Due to lack of data we cannot say that all collections of taxes are deposited in bank timely or not and if there is delay in non-deposit of Tax on due time, ULBs will suffer from Revenue Loss in the form of Bank Interest which could have been earned on these Receipts. Further this will be lapse on Internal Control due to non-submission of Counterfoil and record updation of assesses due.



Cause – This happens due to non-follow up and monitoring of activities of Tax Collector by the concerned officer on regular interval.

Corrective Action / Recommendation –Whenever audit is going on the data should be provided by the ULB. And even it also seems that data were only arranged at the time of audit only. And there should be day to day monitoring on Collection of Taxes by Tax Inspector/Collectors and deposit of collection into Bank either on same day or latest before noon on the following working day. Also receipt number should be mentioned on the deposit slip and to be mentioned on cashbook.

Sl.No	Receipt No.	Amount Collected on	Amount Deposited on	Amount
1.	27201-27213	15-06-2021 to 17-06-2021	21-06-2021	14512
2.	27214-27213	19-06-2021 to 28-06-2021	30-06-2021	31425
3.	28705-28730	1-10-2021 to 10-10-2021	17-10-2021	14870
4.	28735-287365	14-10-2021 to 17-10-2021	21-10-2021	22178
5.	26838-26849	12-01-2022 to 14-01-2022	17-01-2022	37840

(iv) Holding & Property Tax Collection:

Audit Objective– As per Point No. – 5.00 of TOR

Criteria– As per Rules 22(1) of Bihar Municipal Accounting Rules, 2014 Tax Collected has to be deposited on same day or latest before noon on the following working day.

Condition – All the data related to Tax collection was not provided by the Barh Nagar parishad (Asking letters was attached) and the data which are provided, taxes are deposited on the same day or on next working day.

Consequence / Effect / Impact- Due to lack of data we cannot say that all collections of taxes are deposited in bank timely or not and if there is delay in non-deposit of Tax on due time, ULBs will suffer from Revenue Loss in the form of Bank Interest which could have been earned on these Receipts. Further this will be lapse on Internal Control due to non-submission of Counterfoil and record updation of assesses due.

Cause– This happens due to non-follow up and monitoring of activities of Tax Collector by the concerned officer on regular interval.

Corrective Action / Recommendation– Whenever audit is going on the data should be provided by the ULB. And even it also seems that data were only arranged at the time of audit only. And there should be day to day monitoring on Collection of Taxes by Tax Inspector/Collectors and deposit of collection into Bank either on same day or latest before noon on the following working day. Also receipt number should be mentioned on the deposit slip and to be mentioned on cashbook.

Details of Defaulter of Holding Tax, refer Ann-2 for more details.



Sl.No	Name	Father's Name	Address	Holding No.	From the period	Ward No	Amount
1.	Jay Kumar Sav	Late Nepali Sav	Salempur Main Bazar	31/28	2008-09 to 2022-23	19	100800.00
2.	Deepak Kumar	Late Kailash Prasad Bhagat	Salempur Main Bazar	49/66	2021-22 to 2022-23	19	63652.00
3.	Radheshyam Bhagat	Late Prabhu Bhagat	Balipur Vaishno Dham	0182/54	2011-12 to 2022-23	-	19992.00
4.	Premchand Prasad	Cheddi Sav	Station Road, Barh	0296/33	2016-17 to 2022-23	3	73399.00
5.	Mumtaz Ali Waigrah	Late Abbas Ali	Station Road, Barh	0306-360	2016-17 to 2022-23	3	73664.00
6.	Saryug Singh	Jhoom Laal Singh	Station Road, Barh	303/130	2019-20 to 2022-23	3	110048.00
7.	Madhumala Devi	Dinesh Prasad Singh	Kajichak	N.A/02/22	2014-15 to 2019-20	3	35337.00
8.	Kaushlya Devi	Late Ramchandra Prasad	Kajichak	141/03	2010-11 to 2018-19	9	37708.00
9.	Munni Devi	Mahendra Mistri	Dhelwagosai	64/50	2008-09 to 2022-23	25	113771.00
10.	Mahendra Mistri	Gopi Mistri	Dhelwagosai	65/51	2008-09 to 2022-23	25	57463.00
11.	Ramlagan Prasad Singh	Dina Das	Post Office Gali, Barh	148/542	2008-09 to 2022-23	27	103088.00
12.	Arun Kumar	Vishu Sav	Station Road , Vajidpur	08/640	2018-19 to 2022-	27	69773.00



					23		
13.	Ramlakhan Prasad	Sohasray Sav	Salempur	0120/112	2008-09 to 2018-19	13	11274.00
14.	Md. Akkal Hussian	Md. Makid	Salempur	85/89/92	2008-09 to 2018-19	11	65182.00
15.	Md. Aasin	Md. Abdul Hafiz	Salempur	0134/253	2008-09 to 2018-19	12	26150.00
16.	Satyendra Kumar Singh	Kedar Nath Singh	Chondi	01/223	2008-09 to 2018-19	7	49229.00
17.	Mahesh Yadav	Hari Prasad Yadav	NH 31	48	2014-15 to 2022-23	7	100405.00
18.	Sarda Devi	Bindeshwari Singh	NH 31	43/292	2008-09 to 2022-23	7	177238.00
19.	Devnandan Yadav	Tulsi Yadav	Masud Vida	88/289	2007-08 to 2018-19	10	49072.00
20.	Upendra Kumar Singh	Lakshmi Singh	Court Area	80/529	2001-02 to 2018-19	1	132257.00
21.	Upendra Kumar Singh	Lakshmi Singh	Court Area	79/528	1996-97 to 2018-19	1	186436.00
22.	Ranjeet Singh	Devi Singh	Court Area	94/542	2008-09 to 2018-19	1	542913.00

(V) Market Shop Rent collection: -

Audit Objective– As per Point No. – 5.00 of TOR

Criteria– As per Rules 22(1) of Bihar Municipal Accounting Rules, 2014 Shop Rent



Collected has to be deposited on same day or latest before noon on the following working day.

Condition –We have observed that the collection of shop rent is not in vogue at the ULB level.

Consequence / Effect / Impact- Due to non-collection of rent on due time, ULBs is suffering from Revenue Loss in the form of Bank Interest which could have been earned on these Receipts. Further this is a lapse on Internal Control due to non-submission of Counterfoil and record updation of assesses due.

Cause– This happens due to non-follow up and monitoring of activities of Tax Collector by the concerned officer on regular interval.

Corrective Action / Recommendation– There should be day to day monitoring on Collection of Taxes by Tax Inspector/Collectors and deposit of collection into Bank either on same day or latest before noon on the following working day.

B. Excess payment against bill, lack of prudence in payment against voucher, inefficiency in controls resulting loss to ULB's:

➤ No observation found during the course of audit. Further the detail of some cases checked from file during the course of Audit.

Date of payment	Particulars	Number of cheque	Amount of Cheque
1.05.2021	107111.65	CFMS	36400.00
11-09-2021	M/s Mukteshwar Filing Station	CFMS (PT0051857)	312194.00
20-10-2021	Payment made to Vivek Enterprises	PNB	219500

C. Report on findings of field survey of Property Tax of minimum 20 high value properties:

Property / Holding tax are assessed by the ULB. There for property tax on Minimum 20 high value could be determined.

Ref Ann-3 for more details.

S. No.	Owner Property Name	Fathers Name	Ward No	Const uration	Type of uses	Carpet area	Annual Value	Annual Tax
1	Deepak Kumar	Late Kailash Prasad Bhagat	19	RCC	Commercial	3480 SqFT	156600.00	11275.00
2	Barh Paras Society	Father	3	RCC	Residential	15860 Sq.Ft	238810.00	14447.00
3	Suresh Sharma Vaigrah	Amar Prasad Thakur	24	RCC	Residential+ Commercial	15860 Sq.Ft	244988.00	22049.00



4	Vidyanand Kumar Sapna Kumari	Pramanand Sav Vidyanand	24	RCC	Residential+ Commercial	15860 Sq.Ft	268211.00	24139.00
5	Baleshwar Singh	Late Tilak Singh	25	RCC	Commercial	15860 Sq.Ft	115800.00	10422.00
6	Hari Parsad Urf Harishchandra Prasad	Ramji Sav	26	RCC	Commercial	15860 Sq.Ft	13530.00	1503333.00
7	Kanchan Devi	Sanjay Kumar	27	RCC	Commercial	15860 Sq.Ft	62728.00	696977.00
8	Sushil Kumar Vaigrah	Bangali Prasad	2	RCC	Commercial	5130 Sq Ft	16621.00	230850.0 0
9	Ajay Kumar	Buddhdev Singh	2	RCC	Commercial	5130Sq Ft.	24844.00	276044.0 0
10	Sachinand Singh	Chandra Deep Singh	2	RCC	Commercial	5130 Sq Ft.	23255.00	258388.0 0
11	Sanjay Kumar	Sharda Raman Singh	2	RCC	Commercial	5130 Sq Ft	34344.00	381600.00
12	Umakant Singh	Late Kameshwar Singh	1	RCC	Commercial	1121 Sq Ft	40433.00	3639.00
13	Dr. Vake Singh Advocate	Ramgulam Singh	1	RCC	Residential+ Commercial	1121 Sq Ft	91655.00	8249.00
14	Alakh Dev Prasad	Late Ramkrit Singh	5	RCC	Commercial	1121 Sq Ft	2544078. 00	22867.00
15	Maksud Alam	Late . Mahmood Alam	5	RCC	Commercial	1121 Sq Ft.	184855.0 0	16637.00
16	Krishna Kumar Chaurasiya and Kiran Devi	Late Ram Takhan Bhagat, Krishna Kumar Chaurasiya	13	RCC	Commercial	1121 Sq FT.	295322.00	26579.00
17	Govind Prasad Kejriwal	Late. Val Bharda Prasad Kejriwal	13	RCC	Residential+ Commercial	1121 Sq Ft.	160722.00	14465.00
18	Geeta Devi	Krishna Prasad	17	RCC	Commercial	4080 Sq Ft.	225044.00	20254.00
19	Yogi Prasad Yadav	Late Shiv Narayan Yadav	17	RCC	Commercial	1280 Sq Ft.	123211. 00	11089.0 0
20	Kaushalya Devi	Late. Kailash Prasad Bhagat	17	RCC	Commercial	5860 Sq Ft.	651111. 00	22273.0 0



d. Implementation of Self-Assessment System (SAS) of Property Tax in the ULB;

Self-Assessment System (SAS) of Property Tax has not been appropriately implemented in Barh Nagar Parishad. Also, we have found that assessee is very less aware of that. ULB should conduct time to time awareness program to make people aware of SAS.

Part-B (Non-Monetary Implication):

All Audit objections/irregularities which has no monetary implication, but significant violation of Act, Rules & directives of UD & HD. Mention the reference to Act & Rules wherein remedial measure is required.

a. Non –maintenance of books of accounts subsidiary registers: -

It has been noticed during the audit that the following Books of Accounts & Registers has not been maintained or not properly maintained (Status as mentioned).

Sl. No.	Particulars	Status
1.	Register for Journal/Magazine	Not Maintained
2.	Register for Temporary Advances	Not Maintained
3.	Register of Money Orders/Bank Draft Received	Not Maintained
4.	Register of Remittances made into bank	Not Maintained
5.	Register of Bank drafts	Not Maintained
6.	Bill Register	Not Maintained
7.	Stock Register	Not Maintained
8.	Capital Goods/Consumable articles non-consumable articles	Not Maintained
9.	Statutory Deduction Register	Not Maintained
10.	Fixed Assets Register	Not Maintained
11.	Grant Register	Not Maintained
12.	File Movement Register	Not Maintained

b. Irregularity in procurement process: -

No procurements were made during this period. Hence, no irregularities found in procurement process during this period.

c. Non-compliance of directives by UD & HD, Government of Bihar: -

Details of Directives issued by UD & HD has not been provided to us during the course of audit, so we are unable to check compliance of the same.

d. Non- compliance of Act & Rules: -

As per section 127 of the Bihar Municipal Act the Municipality can levy the following taxes:

- Property tax on land and building.



- Surcharge on transfer of land and building.
- Tax on deficit in parking space in any non-residential building.
- Water tax
- Fire tax
- Tax on advertisement
- Surcharges on entertainment tax

We observed that only property tax has been collected during the year other taxes have not been levied at the ULB level.

e. Lack of internal control measures: -

1. During the course of our Audit, we have observed various discrepancies in the Cash Book, which are enumerated below: -
 - Entry in Main Cash Book of Incomes are not defined properly all the incomes accept Grants & schemes are written in only one head that is "Revenue Receipts and others".
 - Cashbook is not maintained on day-to-day basis which is not proper as per Bihar Municipal Accounting Manual. It should be prepared & closed on daily basis.
2. After analyzing operating control, it was observed that there is shortage of Man Power in ULB. Consequently, it is not functioning smoothly with respect to completion of works on time, provide and review the service efficiently which is the main function of ULB, preparation of books and records on time etc.
3. During verification of property tax collection receipt and tax deposit receipt we have not provided the details that may be leads to manipulation of deposition date and durations.

f. Non-compliance of TDS, GST and other relevant statute: -

However, we have checked the payments made to contractor during the FY_2020-21 and observed that all the statutory deductions made during this period has been deposited to their concerned department within due date. But we observed that statutory deductions have not been properly bifurcated in cash book and also statutory deduction register has been maintained. For the same kindly refer to the point no. 09 and 01 of the discussion note.

Cases checked during the course of audit: -

Date	Particulars	Scheme	Net Payment	TDS/GST/Royalty/La b. Cess
29-05-2021	Sajjan Kr. For Ward No. 09 Nali Gali	5 TH Finance	693692	85734



29-05-2021	Gyanendra Singh For CM Nal Jal	5 TH Finance	1010623	126326
13-08-2021	Laddu Prashad for Boring in Ward no.-26	14 th Finance	197013	20251
01-12-2021	Parmeshwar kr. For boring in Ward No.-02	14th	197752	20324
01-12-2021	Parmeshwar kr. For boring in Ward No.-02	14th	198796	20425
19-02-2022	Madhu Kumari for construction of Park	Civic Amenities	1733790	186211
13-03-2022	Enviro. Tech for the interior decoration Oof N.P. Building	Ad. Building	1783880	155120

g. Deficiency in pay-roll system: -

There is no system of Pay-Roll implemented at the ULB. So, we are unable to comment on the same. Moreover, no Register has been shown to us regarding records relating to statutory deduction like PF, ESIC, Income tax etc. during the period of internal audit. Also, there is no system of issuing pay slip. Thus, we are unable to comment on deficiency in pay-roll system.

Further the details of some cases checked during the course of audit relating to the salary payment to various employees are as followed.

h. Utilizations of grant and report on missing Utilization certificates:

We are providing all help to the ULB so that UC shall be prepared on time and submitted to UD&HD. Further details of UC for the FY21-22 have not been provided to us, refer discussion note as per Ann-1.

i. Physical verification of inventory/stores: -

Inventory/ Stores Register and Fixed Assets Register have not been maintained in concerned ULB and in the absence of above register; it is difficult to verify the same.

j. Advances their adjustment & recovery: -

No advanced and recovery register is maintained by the Barh Nagar Parishad. Advances are given to the employees without any requisition form. Approval is given by the executive



officer on the concerned file. After the submission of bills concerned advances are adjusted with the concerned files. ULB does not summery details of advances given to the Employees.

k. Comment on management of Fixed and other Assets:

Fixed Assets Register have not been maintained in concerned ULB and in the absence of above register; it is difficult to verify the same. However, fixed asset register is being prepared by DEAS team but it's not finalized till the date of audit.

l. Report on compliance of financial guidelines of schemes of MOHUA and UD & HD GoB: -

Some of the financial guidelines of schemes of MOHUA and UD & HD GoB have not been complied by the ULB. Such cases have been discussed in detailed audit report.

m. Any other matter as may be prescribed in due course: - Nil

PART – C (Other)

Sl. No.	Particular	Remarks/ Observation				
		SI.No	Receipt No.	Amount Collected on	Amount Deposited on	Amount
a.	Status of adequacy and appropriateness of the documentation approvals compliance of procedures etc. of all payments on or above Rs.10000.	No Irregularities Found in this regard.				
		1.	27201-27213	15-06-2021 to 17-06-2021	21-06-2021	14512
		2.	27214-27213	19-06-2021 to 28-06-2021	30-06-2021	31425
		3.	28705-28730	1-10-2021 to 10-10-2021	17-10-2021	14870
		4.	28735-287365	14-10-2021 to 17-10-2021	21-10-2021	22178
		5.	26838-26849	12-01-2022 to 14-01-2022	17-01-2022	37840
b.	Whether all Procurement made including through E-Tendering and E-Auction indicating exceptions if any and whether a register is kept for all Procurements with value above Rs.15000/-.	No irregularities have been found in the procurement process during this quarter. Further Procurement register has not been maintained.				



c.	Verify instances of losses failures or inefficiencies and recommendations and/or measures which can be taken to avoid their recurrence in future.	We have verified such instances and found some irregularities which are discussed in detailed audit report.
d.	Whether tax deductions i.e., Commercial tax Income tax provident fund etc. has been deducted from the payments as applicable deposited properly and also should be properly recorded in appropriate ledgers.	<p>We observed that statutory compliance has not been accomplished by ULB regarding deduction deposit and return also.</p> <p>Details of major statutory irregularities are:</p> <ul style="list-style-type: none"> • TDS have not been deposited appropriately. • Royalty & Labor Cass has not been deposited appropriately. • GST liability has not been settled within due date specified. <p>Penalty and Interest may be levied on ULB as per Statutory Laws.</p>
e.	Whether all the C&AG audit & Internal audit Paras has been complied by the ULBs	No AG & Internal audit has not been complied by the ULB. As Compliance report of the same has not been prepared by the ULB till the date of audit we are unable to check the exact status of compliance of the same.
f.	Any Other deficiencies noticed during the audit to improve internal control systems	It was observed that there is shortage of Man Power in ULB. Consequently, it is not functioning smoothly with respect to completion of works on time provide and review the service efficiently which is the main function of ULB preparation of books and records on time etc.



4. Detail Audit Observations

RISKASSESSMENT							
Name of the ULB		NAGAR PARISHAD BARH					
Sr. No.	Observations	Risk Rating	Design Gap	System gap	Operating Gap	Mgt. Comment	Auditor Recommendation
DEMAND GENERATION:							
1.	Loss of Revenue due to under Assessment /wrong Generation Of demand.	HIGH	No	Yes	Yes	There is scarcity of manpower in the ULB; however we will comply in the near future.	Demand/Assessment register should be appropriately maintained ward wise with all required details with previous dues assessment year wise before preparation of BUDGET of ULB.
2.	Collusion with Citizen regarding Assessment.	MEDIUM	No	Yes	Yes	We are trying our best to comply the same in near future.	Management should hire Independent Person or Organization for assessment of properties.
3.	Non-Updating Various Register like hand book, DCB register, Assessment registered.	MEDIUM	No	No	Yes	It will be taken care in future.	Hand Book & DCB register are not up to date. Assessment Register has not been maintained.
4.	Others	-	-	-	-	-	-
RECEIPTS AND BANKING:							
1.	Error in collections, loss of receipts and perpetrated frauds	HIGH	Yes	Yes	Yes	It will be taken care in future.	Management should ensure implementation of the system to serve notice to the property holders who are not depositing the holding tax. Further, management should ensure that the amount which is collected has to be deposited as per



							prescribed norms.
2.	Non-updating various register like hand book, DCB register, cash book, etc.	MEDIUM	No	No	Yes	It will be taken care in future.	Hand Book & DCB register are not up to date. It should be updated on daily basis.
3.	Collusion with the citizen and the ULBs staff to make wrong assessments of income	HIGH	No	No	No	There is scarcity of manpower in the ULB; however we will comply in the near future.	Management should segregate the work regarding collection, demand initiation, notice serving, balancing of demand and collection register, and assessment of properties.
4.	Others	-	-	-	-	-	-

REVENUE EXPENDITURE:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication	HIGH	No	No	No	-	No Such cases found.
4.	Perpetrated fraud (Like payment more than one time on same bill)	HIGH	No	No	No	-	No Such cases found.
5.	Non-updating various register like Bill register with payment fig., etc.	MEDIUM	No	No	No	-	No Such cases found.
6.	Others	-	-	-	-	-	-

ESTABLISHMENT EXPENDITURE:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication	HIGH	No	No	No	-	No Such cases found.
4.	Collusion with employee	HIGH	No	No	No	-	No Such cases found.
5.	Perpetrated fraud (Like payment more than one time to same or ghost)	HIGH	No	No	No	-	No Such cases found.



	employee)						
6.	Non-updating various register like salary register, PF register, Service book/record, advance register, etc.	HIGH	Yes	Yes	Yes	It will be taken care in future.	These registers are not updated on daily basis. Registers should be maintained as quickly as possible.
7.	Others	-	-	-	-	-	-

CAPITAL EXPENDITURE:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication	HIGH	No	No	No	-	No Such cases found.
4.	Collusion with contractor	HIGH	No	No	No	-	No Such cases found.
5.	Perpetrated fraud (Like payment more than one time to same contractor).	HIGH	No	No	No	-	No Such cases found.
6.	Non-updating various register like work register, MB, bill register, Fixed Assets register, Service book/record, advance register, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	These registers are not updated on timely basis. It should be updated on real time basis.
7.	Others	-	-	-	-	-	-

PROCUREMENT AND INVENTORY:

1.	Error in over payment	HIGH	No	No	No	-	No Such cases found.
2.	Loss of supporting document	HIGH	No	No	No	-	No Such cases found.
3.	Loss of authentication/Procedural error	HIGH	No	No	No	-	No Such cases found.
4.	Collusion with contractor	HIGH	No	No	No	-	No Such cases found.
5.	Perpetrated fraud (Like payment more than one time to same contractor)	HIGH	No	No	No	-	No Such cases found.



6.	Non-updating various register like store register, issue register, bill register with payment fig., advance register, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	These registers are not maintained. Only payment files are maintained. Registers should be maintained as quickly as possible.
7.	Others	-	-	-	-	-	-

GRANT AND LOANS AND UTILISATION THEREOF:

1.	Non utilization of grant or grant unspent.	MEDIUM	No	No	No	It will be complied as quickly as possible.	The unspent grant should be refunded to the department which has not been utilized yet.
2.	Not furnishing of UC	HIGH	No	No	Yes	We are giving special attention on it. It will be furnished as quickly as possible.	UC should be furnished within the timeline prescribed by the department.
3.	Non fulfillment of condition part thereto	MEDIUM	No	No	No	-	-
4.	Perpetrated fraud (Like payment more than one time same contractor)	HIGH	No	No	No	-	-
5.	Non-updating various register like grant register, work register, bill register with payment fig., advance register, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	Only Contractor files are maintained. Registers should be maintained as quickly as possible.
6.	Others	-	-	-	-	-	-

FIXED DEPOSITS AND INVESTMENTS:

1.	Not deposited at appropriate time (loss of revenue)	HIGH	Yes	Yes	Yes	It will be taken care in future.	No tradition of Fixed Deposit & Investments in NAGAR PARISHAD BARH. Management
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							should invest or open swipec account to get more interest income.
2.	Loss of Investment certificate	HIGH	No	No	No	-	-
3.	Non fulfillment of condition part thereto	MEDIUM	No	No	No	-	-
4.	Collusion with bank officials to invest at lower rate	HIGH	No	No	No	-	-
5.	Deposit into Current account	MEDIUM	No	No	No	-	-
6.	Non-updating various register like investment register, Bank book, cash book, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	Investment Register, Bank Book has not been maintained/up to date by the ULB. It should be maintained on daily basis.
7.	Others	-	-	-	-	-	-

LOANS AND ADVANCES:

1.	Unauthorized release of advance	HIGH	No	No	No	-	No Such cases found.
2.	Release of advance beyond authority	HIGH	No	No	No	-	No Such cases found.
3.	Non-adjustment of loan or advance during the year	MEDIUM	No	No	No	-	No Such cases found.
4.	Collusion with employee/party to release advance/loan beyond authority	HIGH	No	No	No	-	No Such cases found.
5.	Advance/loan not account for	HIGH	No	No	No	-	No Such cases found.
6.	Non-updating various register like Loan & advance, Bank book, cash book, etc.	MEDIUM	Yes	Yes	Yes	It will be taken care in future.	Loans & Advances Register has not been maintained by the ULB. It should be maintained on daily basis.
7.	Others	-	-	-	-	-	-

List of Important Registers



Name of the ULB		NAGAR PARISHAD BARH			
RISK RATING:		MEDIUM			
CAG OBSERVATIONS STATUS		AVAILABLE			
		PERIOD: 01/04/2021 to 31/03/2022			
Sl. No.	Particulars	Audit Observation	Associates Risk	MGT. Comment	Status (Resolved/ or not)
1.	Cash Book	General Cash Book & Subsidiary Cash Book has been maintained by the ULB but entry made in cash book was not on real time basis.	Due to non-updation of cash book on real time basis there may be chance of making back dated entry. This may lead to fraud & defalcation.	There is scarcity of manpower in the ULB; however we will comply in the near future.	Not Resolved
2.	Ledger	Ledger is being prepared by DEAS team in tally not by ULB.	Due to this segregation of head wise balance is difficult. It becomes difficult to prepare appropriate financial statement.	It will be taken care in future.	Not Resolved
3.	Journal	Journal Register has not been maintained.	Due to this amount receivable & payable is not ascertainable. Advances have been accounted as income & expenditure.	It will be taken care in future.	Not Resolved
4.	Register for Journal/ Magazines/Newspapers	Not-Maintained	This may lead to misplacement of Journal, Magazines & Newspapers.	It will be taken care in future.	Not Resolved
5.	Register for Temporary Advances	Not-Maintained	It may lead to fraud & Defalcation.	It will be taken care in future.	Not Resolved



6.	Register of Money Orders /Bank Draft Received	Not Maintained	It may lead to dishonor of DD received or misplace of DD.	It will be maintained from next financial year.	Not Resolved
7.	Cheque Issue Register	Maintained	-	-	-
8.	Register of Remittances made into bank	Not Maintained	It may also lead to dual payment and further create difficulty to prepare BRS.	It will be maintained from next financial year or as earlier possible.	Not Resolved
9.	Bank Passbook	Maintained	-	-	-
10.	Register of Bank drafts Dispatched	Not-Maintained	It may lead to dishonor of DD received and further create difficulty to prepare BRS.	It will be maintained from next financial year.	Not Resolved
11.	Bill Register	Not-Maintained separately, bills are attached in their respective files only.	It may lead to fraud & Defalcation.	It will be taken care in future.	Not Resolved
12.	Establishment Register	Maintained	-	-	-
13.	Stock Register	Not-Maintained	It may lead to mis-utilization of Stock items.	It will be taken care in future.	Not Resolved
14.	Capital Goods/Consumable articles, non-consumable articles and	Not-Maintained	It may lead to misplacement of Capital Goods/Consumable articles & non-consumable article.	It will be taken care in future.	Not Resolved
15.	Statutory Deduction Register	Not-Maintained in register only prepared in excel sheet head wise but not authorized.	It may lead to statutory irregularities. Delay in deposit of deducted amount further lead to interest @ 1.5% per month. Further, filling of return	It will be taken care in future.	Not Resolved



			may be affected.		
16.	Fixed Assets Register	Maintained	-	-	-
17.	Grant Register	Not-Maintained	It may lead to delay in preparation and submission of UC. It may also affect the utilization of fund.	It will be taken care in future.	Not Resolved
18.	Scheme Register	Maintained	-	-	-
19.	Monthly accounts of Receipts/Payments	Maintained	-	-	-
20.	Temporary Advances Register for Staff, Customers/supplier/VEC and TA/DA Advance	Not-Maintained	It may lead to fraud & Defalcation.	It will be taken care in future.	Not Resolved
21.	Dispatch Register	Maintained	-	-	-
22.	File Register	Not-Maintained	It may lead to misplacement of files.	It will be taken care in future.	Not Resolved
23.	Any other (Name of the register)	-	-	-	-

Cash and Bank

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
CAG OBSERVATIONS STATUS		AVAILABLE				
		PERIOD: 01/04/2021 to 31/03/2022				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved/ or not)
1.	Check whether there is no any undue delay in presentation of cheque /DD received, to bank,	No Such cases Found.	-	-	-	-
2.	Whether cheque/draft issue/receipt/dishonored register have been	Draft/Receipt dishonored registers are	-	It may lead to dual payment and further	It will be taken care in future.	Not Resolved



	maintained as per prescribed form (As Per BMAM) & entry are made on properly, accurately & timely basis.	maintained.		create difficulty to prepare BRS.		
3.	Whether banking transactions (Receipts & Payments) are matched with cashbook, Cheque issue register, collection register, etc., Verify the same with Bank statement & BRS,	Matched.	-	-	-	-
4.	Whether cheque issue register are Matched with	Matched	-	-	-	-
5.	Whether proper steps has been taken for dishonored cheque, it was realized in cash or not,	No such cases found.	-	-	-	-
6.	Whether Bank Reconciliation has been made for each account, verify the status of BRS, (attached BRS as annexure)	Prepared.	-	-	-	-
7.	Check whether no any fraud payment or payment to other person has been made,	No such cases found.	-	-	-	-
8.	Whether bank statement for all account have been promptly received from bank.	Yes	-	-	-	-
9.	Number of Bank account maintained	16	-	-	-	-
10.	Original copy of cancelled receipt is attached with duplicate copy with "CANCELLED" marked on it.	No such cases found.	-	-	-	-
11.	Liability for stale cheques account review is done and necessary reversal entries are passed	No such cases found.	-	-	-	-



12.	Any other	-	-	-	-	-
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Public Works

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
CAGOBSERVATIONS STATUS		AVAILABLE				
PERIOD: 01/04/2021 to 31/03/2022						
Sl. No.	Particulars	Audit Observation	Amount involved	Associates Risk	MGT. Comment	Status (Resolved/ or not)
1.	Whether bill has been prepared as per actual measurement & payment of the MB in which detailed measurement have been quoted has mentioned in first page of MB,	Yes	-	-	-	-
2.	Whether bill has been signed by proper in charge,	Yes	-	-	-	-
3.	Whether the bill has been checked by the accountant with the MB (also compare the qty.), estimate, agreement, previous bill (in case of running agreement)	Yes	-	-	-	-
4.	Verify whether any payment made for removing/ dismantling material which have scrap value must be indicated in the bill,	No such cases found.	-	-	-	-
5.	Whether measuring has done by the engineer concerned,	Yes	-	-	-	-
6.	Whether expenditure on construction of work was debited to WIP & verified with MB maintained,	Yes	-	-	-	-



7.	Whether master roll (machine numbered & authorized) has been maintained for details of store, specifying:	Not Maintained	-	It may lead to fraud & Defalcation.	It will be prepared in future.	Not Resolved
	Date of Issue,	No	-	-	-	Not Resolved
	Name of sub ordinate,	No	-	-	-	Not Resolved
	Name of work,	No	-	-	-	Not Resolved
	Number of labour,	No	-	-	-	Not Resolved
	Period of engagement,	No	-	-	-	Not Resolved
	Details of payment (date, Amount, Cheque no, etc.)	No	-	-	-	Not Resolved
8.	Whether the same has been periodically verified.	No	-	-	-	Not Resolved
9.	Whether payment areas per defined approval level sanctioned u/s 75 of BMA, 2007,	Yes	-	-	-	-

Cash Book

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
CAG OBSERVATIONS STATUS		AVAILABLE				
		PERIOD: 01/04/2021 to 31/03/2022				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether Opening Balance & Closing Balance was worked out or not,	-	-	-	-	
2.	Whether posting of receipt & payment side of cash book are properly maintained & it was matched with proper evidence like Receipt Voucher, Cheque issue	Posting of receipt & payment side of cash book are properly maintained but we are unable to match with Receipt	-	It may lead to dual recording of receipts &	It will be taken care in future.	Not Resolved



	Register, Bank Statement, etc.,	Vouchers Register as it is not being maintained by the ULB.		payment and further create difficulty to prepare BRS.		
3.	Whether posting in on daily basis,	No	-	Some entries may be forgotten.	It will be taken care in future.	Not Resolved
4.	Whether there is any clerical error (casting or/and posting error, etc.)or not,	Yes	-	It may lead to over & understating of income, expenditure, opening and closing balance.	It will be taken care in future.	Not Resolved
5.	Whether any delay in deposit of amount of collection by cashier,	In most of the cases any amount collected is deposited about a week delay.	-	It lead to interest revenue loss to the ULB.	It will be taken care in future.	Not Resolved
6.	conduct physical verification of cash and report heavy cash balance if any	No discrepancies found in this regard.	Not Resolved	Not Resolved	Not Resolved	Not Resolved
7.	Any Other	No	-	-	-	-

Collection

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
Name of Tax Collector		Anil Kumar				
		PERIOD: 01/04/2021 to 31/03/2022				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)

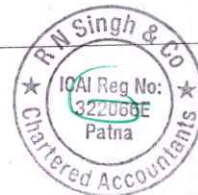


1.	Whether collection procedure are as per guidelines/direction of ULB,	Yes	-	-	-	-
2.	Whether collections are made on the basis of Demand & Collection Register,	Demand & Collection register has not been maintained properly.	-	It may lead revenue loss to the ULB.	It will be maintained properly in future.	Not Resolved
3.	Whether collection are made in the same receipt Vouchers which has been issued/authorized by ULB/state government & it should be clear mentioned of different head & not any alteration, & the carbon copy of receipt vouchers are properly vouched so that no any variation in posting the same,	Yes	-	-	-	-
4.	Whether collections are bifurcated in different heads as required,	Yes	-	-	-	-
5.	Whether a separate bank account has been maintained for each circle, (for PMC only)	-	-	-	-	-
6.	Whether all collections are made in proper "Receipt Voucher Book" having same serial number which was actually issued to TC,	Yes	-	-	-	-
7.	Whether all collections made during the day are account for & bank do next working day or there is any teaming & lading,	In most of the cases any amount collected is deposited about a week delay	-	It lead to interest revenue loss to the ULB.	It will be taken care in future.	Not Resolved
8.	Whether no any collection are directly expended without prior approval,	No such cases found.	-	-	-	-
9.	Whether collections are made by all the holding fall under the same TC	No, Collections were not	-	It will affect municipality fund.	It will be taken care in future.	Not Resolved

	or Civics Centre,	made by all the holding.				
10.	Whether government share of collections (like Education cess & health cess) are properly & timely deposited in its own account, (if applicable)	No Such cases found.	-	-	-	-
11.	Whether there is any short/non collection or short deposit or not deposit,	No Such cases found.	-	-	-	-
12.	Whether penalty (@2% P.M/1.5%) has been duly charged on late payment,	Yes	-	-	-	-
13.	Whether daily collections are entered in to hand book, collection register maintained by TC & it should be properly entered in demand & collection register,	Daily Collection register has Not been Maintained.	-	It lead to interest revenue loss to the ULB	It will be taken care in future.	Not Resolved
14.	Whether collection by way of cheque are properly banked & credited into account,	Yes	-	-	-	-
15.	Whether any refund/remission granted are admissible under the law and that have been duly sanctioned,	No Such cases found.	-	-	-	-
16.	Whether any immediate steps has been taken or not for cheque dishonored received,	No Such cases found.	-	-	-	-
17.	Whether reversal of payment has been made for any dishonored cheque.	No Such cases found.	-	-	-	-

Demand

Name of the ULB	NAGAR PARISHAD BARH
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	RISK RATING:	MEDIUM				
	Name of Tax Collector	Amrendra Paswan				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Ensure whether closing balance of previous year is accurately brought forward,	Opening and closing balance has not been quantified due to non-maintenance of Demand Register.	-	It may lead revenue loss to the ULB.	It will be taken care in future.	Not Resolved
2.	Whether determination of demand is on manual or computerized way, & it would be as per updated rules, regulation, guidelines & other required details for proper calculation,	ULB is not being in practice to raise the demand. No proper details are recorded in the manual register.	-	It may lead revenue loss to the ULB.	It will be taken care in future.	Not Resolved
3.	Whether data for calculation is correct & properly verified by appropriate authority/Internal Auditor by way of physical survey,	No verification is being conducted by appropriate authority however we have done physical survey of 20 high value properties and no variance found.	-	-	-	-
4.	Whether revision of valuation of holding properly made after specified period	No, revision of valuation of holding is being not made after specified period.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
5.	Whether any refund/remission granted are admissible under the law and that have been duly sanctioned,	No Such cases found.	-	-	-	-



6.	Ensure whether there is any clerical error in calculation,	No Such cases found.	-	-	-	-
7.	Whether demand register in prescribed format is maintained or not,	Demand Register Not Maintained	-	It may lead revenue loss to the ULB.	It will be taken care in future.	Not Resolved
8.	Whether persons involve in calculation/collection have knowledge of their responsibility,	Yes	-	-	-	-
9.	Whether there is proper distribution of responsibility for calculation, recovery & updation of register for demand, so that no single person have control on two or process at the same time,	Due to lack of Manpower all these work has been controlled single handedly.	-	It may lead to fraud & Defalcation.	Need more skilled employees	Not Resolved
10.	Whether there is any under/no assessment,	No	-	-	-	-
11.	Whether there is appropriate measures (As Per section 155 & 158 of BMA, 2007) are adopted for recovery of Government/bid dues,	Appropriate measures have not been taken for recovery of Government Dues.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
12.	Whether notice for demand has been made in prescribed format (As Per BMAR) & as per rules & regulations,	No notices of demand are being served.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
13.	Whether penalty (@2% P.M/ 1.5%) has been charged on late payment,	Yes	-	-	-	-
14.	Whether Demand, Collection & Balance Register has been prepared on daily basis for all receipts or not, & it would be authorized by proper authority or not,	Not Maintained in prescribed format & also not updated.	-	It may lead to revenue losses.	It will be taken care in future.	Not Resolved
15.	Whether there are adequate safe guard on data has been operated or not,	No	-	-	-	-
16.	Whether self-assessment property tax return for payment of proper	Yes	-	-	-	-



	tytaxhasbeenfiledbythe assesses in the prescribed format,					
17.	Whether there is any collusion with customer/holding w.r.t. ,assessment, payment, etc.	No Such cases found.	-	-	-	-
18.	Any Other	No	-	-	-	-

Establishment

	Name of the ULB	NAGAR PARISHAD BARH				
	RISK RATING:	MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether establishment expenditure is sanction by authorized person & it has been with in sanctioned limit,	Yes	-	-	-	-
2.	Whether service log book has been Maintained & up to date or not,	Not Maintained	-	It may lead to over/less payments.	It will be taken care in future.	Not Resolved
3.	Audit whether a part from comparing the pay & allowance drawn by each employee in the pay bill with the corresponding entries in the pay column of the service book and checking the acquaint stroll of employee who have been paid in cash,	Service book not prepared.	-	It may lead to over/less payments.	It will be taken care in future.	Not Resolved
4.	Whether each employee has unique identification number & it has been referred in all matter in relation to service book Whether payment made to employee has been verified with attendance register/logbook,	Yes	-	-	-	-



5.	Whether service book for calculation of payable has been authorized by the proper person,	Service Book not maintained.	-	It may lead to over/less payments.	It will be taken care in future.	Not Resolved
6.	Whether account depart has prepared the advice & instructed the bank for the payment as per advice,	Yes	-	-	-	-
7.	Whether undistributed amount of pay & allowance as shown in cash book matched with balance of undistributed salary balance,	Undistributed salary amount not maintained in cashbook.	-	It may lead to over/less payments.	It will be taken care in future.	Not Resolved
8.	Whether undistributed amount of pay & allowance are not more than 3 months as cash in hand,	No Such cases found.	-	-	-	-
9.	Whether disbursement of pay & allowance are duly recorded in books & accepted by employee specifying separate head with date of receive (In case of arrear),	No Such cases found.	-	-	-	-
10.	Whether the bill prepared according to sanctioned scale,	Yes	-	-	-	-
11.	Whether no any payment is made to Employee whose service retired in any manner,	No Such cases found.	-	-	-	-
12.	Whether no any withdrawal is made unless supported by last pay-in-slip, except in case of new appointment,	Pay-In-Slip not prepared.	-	It becomes difficult to trace last payment. It may lead to over/less payments.	It will be taken care in future.	Not Resolved
13.	Whether all statutory deduction or adjustment has been made before payment,	Only Provident Fund has been deducted. TDS not deducted.	-	It may lead to levy statutory penalty/interest.	It will be taken care in future.	Not Resolved



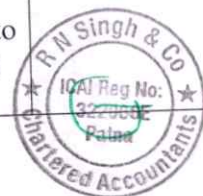
14.	To check compliance of rules in regard to establishment matters viz., travel, daily allowance, leave, advances (House building and vehicle advance etc.) and settlement there -of.	No Such cases found.	-	-	-	-
15.	To check salary bills.	Salary Bills not prepared.	-	It may lead to over/less payments.	It will be taken care in future.	Not Resolved
16.	Position of outstanding advances paid to employees	No Such cases found.	-	-	-	-
17.	To check deduction of provident fund and ESI has been made as per rules	Yes	-	-	-	-
18.	Whether PF slips are issued to the employees yearly by a/s and to see whether all statutory returns for PF are submitted to the concerned authorities.	Yes	-	-	-	-
19.	To check whether salary bill is prepared in such a manner that it gives break- up of the amount of bill and all adjustments such as deduction of PF, TDS and other advances and loans etc.	Not prepared.	-	It may lead to over/less payments.	It will be taken care in future.	Not Resolved
20.	Check Retirement benefit to employee	No Such cases found.	-	-	-	-
21.	Personnel Appointments and to see whether all records are updated from time to time.	No Such cases found.	-	-	-	-
22.	Dismissal and Resignation/Termination	No Such cases found.	-	-	-	-
23.	Temporary workers	No Such cases found.	-	-	-	-
24.	Overtime	No Such cases found.	-	-	-	-
25.	Attendance Register To check number of persons mentioned in the attendance register tally	Yes	-	-	-	-



	with the sanctioned strength of a unit.					
26.	Personnel Files	Yes	-	-	-	-
27.	Training of employees(including Skill development Levy)	No Such cases found.	-	-	-	-
28.	Leave Register-To check whether a leave register is maintained as per types of leave as medical Leave/CL/EL/maternity/paternity leave.	Not Maintained	-	It may lead to over/less payments.	It will be taken care in future.	Not Resolved

Grant

	Name of the ULB	NAGAR PARISHAD BARH				
	RISK RATING:	MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Maintenance/Updation register regarding details of funds received and expenditure.	Yes	-	-	-	-
2.	Any diversion/re-appropriation of funds not covered under the provision of BMA, 2007 should be pointed out for remedial action.	No Such cases found.	-	-	-	-
3.	To check whether utilization certificate is for actual utilization of funds received.	Yes	-	-	-	-
4.	It should also be checked that utilization certificate is issued as per prescribed time frame given in the Manual and issue of UCs is not delayed.	We have found some cases where UCs is not prepared on time. However we have guided to prepare it.	-	It may lead to mis-utilization of fund.	With the guidance of internal auditor, we have started preparing UC's. It will be submitted to department very soon.	In Process



5.	Internal Auditor should also check whether expenditure incurred on each activity does not exceed the budget.	No Such cases found.	-	-	-	-
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Payment of bills of contractors

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount involved	Associates Risk	MGT. Comment	Status (Resolved/ or not)
1.	Original bill duly signed by contractors is submitted.	Yes	-	-	-	-
2.	Contractor has put his initials in all cuttings and corrections in the bill.	No Such cases found.	-	-	-	-
3.	All Supporting documents are Attached with the bills.	Yes	-	-	-	-
4.	The rates, security deposit, and deductions are as per terms and conditions specified in the agreement	Yes	-	-	-	-
5.	The variations in quantities and completion period etc. have been authorized by the competent authority	Yes	-	-	-	-
6.	Job completion certificate has been processed by the dealing assistant.	Yes	-	-	-	-
7.	Bills passed for payment are as per Rules & T& C of Tender.	Yes	-	-	-	-
8.	All terms and conditions of the Contractors fulfilled before passing the bills.	Yes	-	-	-	-
9.	Every final bill is checked in detail with measurement books.	Yes	-	-	-	-
10.	Cash/ Bank Vouchers to be checked for authorization etc.	Yes	-	-	-	-



11.	Overall review of the books of accounts.	Yes	-	-	-	-
12.	Position of outstanding advances paid to suppliers/contractors.	No Such cases found.	-	-	-	-

Receipt Voucher

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
		PERIOD: 01/04/2021 to 31/03/2022				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether "Receipt Vouchers" are in the prescribed format & having machined serial number & there is no any manuscript form,	Yes	-	-	-	-
2.	Check;		-	-	-	-
3.	What is the date of printing,	Checked	-	-	-	-
4.	What quantity of serial number was printed out,	Checked	-	-	-	-
5.	What is the date of dispatched ,quantity of receipt vouchers &their serial number;	Checked	-	-	-	-
6.	Log book/ Register maintained at printing press regarding printing of "Receipt Vouchers".	Checked	-	-	-	-
7.	Verify that "Receipt Vouchers" received & their storing, having Same quantity & serial numbered which was actually dispatched & proper recording of the same along with issue,	Yes	-	-	-	-
8.	Verify Log book/Register maintained at every collection center & cash counter with regard to	Yes	-	-	-	-



	receipt & return quantity & serial number,					
9.	Verify the log book/Register of 'Receipt Vouchers' & cross Verified the allotments to TC (Log Book) with their date of issue, serial number, name of TC & their circle	Yes	-	-	-	-
10.	Check whether TC have same "Receipt Voucher" which was Actually issued by store & it must be authorized by the appropriate authority,	Yes	-	-	-	-
11.	Check that there should be proper recording at each stage (where authority has been changed) of log book/register for issue/receipt of "Receipt Vouchers",	No Such cases found.	-	-	-	-
12.	Confirm that all unused "Receipt Vouchers" are under the Custody of authorized person,	Yes	-	-	-	-
13.	Verify that any cancelled vouchers have in both original & Carbon copy,	Yes	-	-	-	-
14.	Verify whether reversible carbon has been used during receipt.	Yes	-	-	-	-

Other Revenue:

1.	Advertisement Tax	No System Developed for collection of advertisement tax.	-	It will affect municipal fund.	System will be developed very soon.	Not Resolved
2.	Tower Tax	No data is provided related to that	-	-	-	-
3.	Professional Tax	No professional tax collected.	-	-	-	-
4.	Assigned Revenue (As details annexed)	No Such cases found.	-	-	-	-
5.	Rental Charges (As details annexed)	No any municipal properties given on	-	It will affect	System will be	Not Resolved



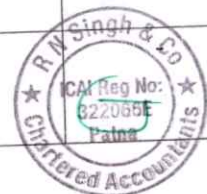
		rent during this period.		municipal fund.	developed very soon.	
6.	Fee & uses Charges (As details annexed)	Collected.	-	-	-	-
7.	Other Revenue Items	-	-	-	-	-

Revenue Expenses

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
		PERIOD: 01/04/2021 to 31/03/2022				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether payment is on the basis of Sanction / work order letter & incurred by authorized person.	Yes	-	-	-	-
2.	Whether payment is made through prescribed format.	Yes	-	-	-	-
3.	Whether payment is made without any undue delay or whether any cheque issued are promptly issued to the respective person.	Yes	-	-	-	-
4.	Whether there is bifurcation of responsibility towards person making payment & person preparing MB, receipt of goods, maintenance of payment file, etc.	Yes	-	-	-	-
5.	Whether updation of accounts/books are on proper & timely basis,	Yes	-	-	-	-
6.	Whether authorized person verify & sign the document involve,	Yes	-	-	-	-
7.	Whether data base for the same has been	No database has been	-	Important information	We will take	Not Resolved



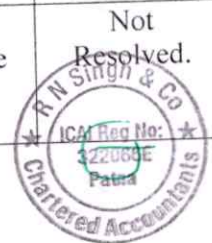
	properly maintained & safeguard measures are taken,	maintained by the ULB.		may be lost or stolen.	necessary step to implement the DBMS is near future.	
8.	Whether exact amount (no any over payment) are paid and verified by supporting document, & no any collusion with party,	Yes	-	-	-	-
9.	Whether register for settlement of service bill has been maintained and up to date,	Yes	-	-	-	-
10.	Whether payment made to the same to whom it might be payable and no any second claim in this regard,	Yes	-	-	-	-
11.	Whether payment has been	Yes	-	-	-	-
12.	Whether the expenditure are made with a period & amount as sanctioned,	Yes	-	-	-	-
13.	Whether there is undue rush of expenditure at the end of financial year,	No	-	-	-	-
14.	Whether payment has to be made after confirmation from store,	Yes	-	-	-	-
15.	Whether payment for repairs, etc., has to be made on the basis of logbook maintained,	No Such cases found.	-	-	-	-
16.	Whether payment are as per defined approval level sanctioned u/s 75 of BMA, 2007,	Yes	-	-	-	-
17.	Confirm whether goods/assets received/accepted on or	No Such cases found.	-	-	-	-



	before 31 st March, where the bill is received after that date have been accounted for (either on the basis of purchase order, tender rate or as per bill),					
18.	Whether no any withdrawal is made unless supported by last pay-in-slip, except in case of new appointment,	No Such cases found.	-	-	-	-
19.	Whether all statutory deduction or adjustment has been made before payment,	Yes	-	-	-	-
20.	Whether entry of any event during service has been made in service book by authorized person,	Yes	-	-	-	-

Statutory Requirement

	Name of the ULB	NAGAR PARISHAD BARH				
	RISK RATING:	MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether deduction of TDS on payment has been made as per law,	Yes	-	-	-	-
2.	Whether TDS deducted are timely deposited into bank with same amount,	Not deposited on time and also statutory liability register has not been maintained.	Unable to quantify.	There may be levied statutory interest/penalty	It will be taken care in future.	Not Resolved.
3.	Whether regulatory requirement for submission of	No return is being filled.	Unable to quantify.	There may be levied statutory interest/penalty	It will be taken care in future.	Not Resolved.



	Return has been followed,					
4.	Whether any deduction is made in any act, must be deposited as per their respective act,	Yes but deposited late.	Unable to quantify.	There may be levied statutory interest/penalty	It will be taken care in future.	Not Resolved.
5.	Verify whether in case of "through rate" contract, there is no any payment for material, etc. by the ULB	No Such cases found.	-	-	-	-
6.	Any demand is outstanding from regulatory authority for non-compliance.	No Such cases found.	-	-	-	-

Tender Details (Work Order Wise)

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
Work order No.		-				
		PERIOD: 01/04/2021 to 31/03/2022				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	To check whether the provisions contained in Tender Advertisement for procurement were followed in award of contracts.	Yes	-	-	-	-
2.	To check that the time/date of receipt and opening of tenders was properly incorporated in the tender documents.	Yes	-	-	-	-
3.	The important guidelines relating to earnest money, delivery schedule, payment terms, performance	Yes	-	-	-	-



	warranty/guarantee, inspection, arbitration, liquidated damages/penalty for delayed supplies, purchase on risk and cost were incorporated in the tender documents for safeguarding the interest of corporation.					
4.	The purchase proposal was approved by the competent authority. as per delegation of powers	Yes	-	-	-	-
5.	Indent for purchase indicates the details of quantity required, last purchase rate, period for which stores are needed and name of consignee.	Not in prescribed format.	-	There may be chances of fraud & defalcation.	It will be taken care in future.	Not Resolved.
6.	Approval of mode of procurement	Yes	-	-	-	-
7.	The tender documents are prepared properly and description of items to be procured, quantity and estimated value should be indicated.	Yes	-	-	-	-
8.	To check whether the direction was followed for notification /advertising and opening of bids at notified date, time and place in the presence of bidders.	Yes	-	-	-	-
9.	Award of contract and its execution is as per procedure and guidelines issued by the Govt. of India in view of conditions agreed with the Development partners (DFID, World Bank, & European Union etc.)	Yes	-	-	-	-
10.	To check whether bids were evaluated in terms of the provisions of the bid documents and the evaluation report was	Yes	-	-	-	-



	available.					
11.	To check whether contract was awarded to the lowest evaluated responsive bidders who fulfilled qualification requirements, specified in the tender's documents.	Yes	-	-	-	-
12.	In case of negotiations of prices, it should be checked whether the negotiation was made with L1 bidder and all the relevant records thereof were available.	Yes	-	-	-	-
13.	To check whether articles were received/work was completed in time as per delivery schedule.	Yes	-	-	-	-
14.	The stores/goods are properly recorded in the Stock Registers /Asset Register.	Stock/Asset Register has not been maintained to record the same.	-	There may be chances of misplacement goods/stores.	It will be taken care in future.	Not resolved.
15.	Whether any complaint was received regarding procurement and payment and existence of mechanism for redressal of Complaints	Yes	-	-	-	-

Vehicle Log Book

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
		PERIOD: 01/04/2021 to 31/03/2022				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Whether logbook has maintained or not & up	Yes	-	-	-	-



	to date with proper details like journeys, wok undertaken, covering root, visited place, kilometer, etc.,					
2.	Whether logbook of journey is maintained in detail & signed by the officials using them,	Yes	-	-	-	-
3.	Whether it should be used for official purpose, otherwise charges are recoverable,	Used only for official purpose.	-	-	-	-
4.	Whether details of fuel for the same has been maintained in log book,	Yes	-	-	-	-
5.	Whether full details of repairs have been maintained & it have been through authorized center,	Yes	-	-	-	-
6.	Whether authorized person have proper check over logbook.	Yes	-	-	-	-

Fixed Assets

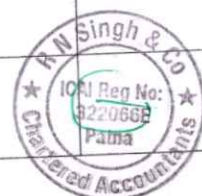
Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount Involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	Status on Maintenance of Fixed Assets Register	Not Maintained	-	It may lead to misplacement of assets.	Being Prepared by DEAS Team.	Not Resolved
2.	Budget availability is confirmed before acquisition	Yes	-	-	-	-
3.	Fixed assets are recognized at cost of acquisition and if so, check whether the cost components are incidental to its acquisition	Appropriate details are not mentioned in the fixed Assets register	-	-	Being Prepared by DEAS Team.	Not Resolved



4.	all fixed assets are acquired only after obtaining approval of the concerned authority	Yes	-	-	-	-
5.	Physical verification of fixed assets is done and discrepancies are reconciled with Fixed Asset Register.	Done	-	-	-	-
6.	Depreciation is provided on each class of fixed assets at the prescribed rates	No Depreciation is provided.	-	It lead to over valuation of fixed assets.	Levied once fixed asset register maintained.	Not Resolved
7.	Asset Replacement Register is properly maintained asset class- wise	No such cases found.	-	-	-	-

Others

Name of the ULB		NAGAR PARISHAD BARH				
RISK RATING:		MEDIUM				
Sl. No.	Particulars	Audit Observation	Amount involved	Associates Risk	MGT. Comment	Status (Resolved /or not)
1.	All permanent changes made in the assessment of buildings and lands have been recorded in this register with reference to the monthly lists, Register of Revision Petitions, Register of Appeal Petitions, and Register of Writes-off.	No assessment has been done from the date of imposition of holding tax.	-	It may lead to revenue loss.	It will be taken care in future.	Not Resolve
2.	Demands of current year and previous year have been reconciled with reference to the above details	No reconciliation is being made due to demand register has not been prepared.	-	It may lead to revenue loss.	It will be taken care in future.	Not Resolve
	Register of Suits					

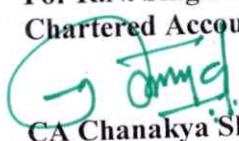


1.	All suits filed by the municipality for recovery of any sum due are entered.	Register of Suits filed by ULB has been maintained by the ULB.	-	-	-	-
2.	All suits filed against the municipality are entered	-	-	-	-	-
3.	Sanction from the Council obtained for filing/defending the suit	-	-	-	-	-
4.	All details like the Assessment Number, amount involved, Name of Court and Suit Number etc. are clearly entered	No Such cases found	-	-	-	-
5.	Execution Petitions are filed for recovery of sums, in cases the suits are disposed in favor of municipality.	No Such cases found	-	-	-	-

General Observations: -

There is lots of scope for improvement with respect to maintenance of Records and Registers. The important and basic records like Advance register, annual accounts, assets register were not maintained. Effective steps may be taken to improve the maintenance of accounts and increasing of its own sources of revenues.

For R.N. Singh & Co.
Chartered Accountants


CA Chanakya Shree
Partner
Mem No: 079322
FRN: 322066E



Annual Discussion Note Barh Nagar Parishad (2021-22)

Sl. No.	Observations (sort the observations from high risk to low)	Risk Rating	Design Gap	System Gap	Operational Gap	Management (CMO)Comments
1.	Various register books of records etc. are not being prepared by the ULB such as Demand Register, statutory register with regards Survey register/files of hoardings.	High	Yes	Yes	Yes	It will be maintained soon.
2.	Barh Nagar Parishad is not in practice to prepare fixed asset register.	High	Yes	Yes	Yes	It is being prepared by DEAS team.
3.	Barh Nagar Parishad is not in practice to charge depreciation	Low	Yes	Yes	Yes	It is being charged by DEAS team.
4.	Advertisement Tax has not been levied by the Barh Nagar Parishad. There has not been any system developed for the levy of advertisement tax.	Medium	Yes	Yes	Yes	No advertisement as such is observed in this FY.
5.	ULB is not in practice to maintain subsidiary cash book of all scheme. Some schemes are Consolidated in the Treasury Cash Book. Such as: -14 th Finance, State Plan, CM Nali Gali, CM Nal Jal, Civic Amenities, Stamp Duty, EO Salary, City Manager Mandey, Etc.	Medium	Yes	Yes	Yes	It will be taken care in near future.
6.	Municipal accounts committee has not been constituted till the date of audit.	High	Yes	Yes	Yes	It is under process.
7.	Stock Register is not properly maintained by the Barh Nagar Parishad.	Medium	No	Yes	Yes	It will be maintained .
8.	Tax collection Receipts and Bill vouchers related to property tax collection is not given by ULB.	Medium	No	Yes	Yes	It will be provided in next audit.
9.	Details related to bifurcation of Income which was written in "Revenue Receipts& Others" head of Main Cash Book was not given by ULB , it was same as previous	Medium	Yes	Yes	Yes	It will be taken care in near future.



	FY2020-21, We were unable to identify various expense and receipts which were booked in cash book as proper clarification regarding the entries was not observed by us.					
10.	Bank Reconciliation Statement was not prepared by ULB for the FY2021-22.	High	Yes	Yes	Yes	BRS will be prepared onwards.
11.	As per DEAS team, entries for FY2021-22 is in process due to which we were unable to audit the same.	High	Yes	No	Yes	Yes, entries for the FY21-22 is under process , we will provide the information as soon as entries are made and it is under auditable position.
12.	The amount of tax collected by the Tax collector is required to be handed over to the cashier next day of the collection. The same process is not followed. Tax collector hands over the collected cash to the cashier after a time gap of 15 to 30 days. Details are given in detailed audit report.	Medium	Yes	Yes	Yes	It will be taken care in near future.
13.	Opening & Closing of Main/Consolidated Cashbook has not been done on day-to-day basis which is not as per Bihar Municipal Accounting Manual. It should be closed on daily basis.	Medium	Yes	No	Yes	It will be taken care.
14.	During verification of property tax related documents, we have found so many property holders that are not paying property tax from a long time. ULB should take necessary action for recovery of the same.	Medium	Yes	No	Yes	Noticed has been issued and several reminders sent to property holders.
15.	Details of directives of UD & HD were not provided for the FY21-22.	Medium	Yes	No	Yes	It will be provided.
16.	AG compliance and Internal Audit compliance report was not provided by ULB.	Medium	Yes	Yes	Yes	It will be provided.

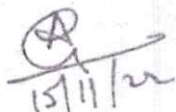


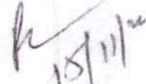
17.	TDS Challan (Form 24Q, Form 26Q) has not been provided to us for each quarters , hence we are not in the position to authenticate that it was deposited within the stipulated time.	Medium	Yes	Yes	No	It will be provided.
18.	Log book vehicles and DG set have not been provided for the FY21-22.	Medium	Yes	Yes	No	It will be provided.
19.	Utilization certificate of various scheme is not provided by the ULB for the FY21-22, hence details of pending UC for the FY21-22 cannot be detected	Medium	Yes	Yes	No	As utilization certificate compilation is still pending, we will provide it as soon as possible.
20.	Various registers were not maintained by ULB, Such as: - Journal/Magazine, Register for temporary Advances, Register of Remittances made into bank, Register of Bank Drafts, bill register, stock register, capital goods/consumables articles, statutory deduction register, fixed asset register, grant register, file movement register, procurement register, payroll register, PF register, advance register.	Medium	No	Yes	Yes	It will maintained.
21.	Details of mobile tower tax collection , establishment, previous outstanding received, interest charged there on was not provided by the ULB for FY21-22. Also details of outstanding balance of 2590838 for the FY20-21 is not provided to us, whether it is still standing outstanding or any recovery has been received .	Medium	Yes	No	Yes	It will be provided in next audit.
22.	Proper stocking of files and data was not observed , every data when needed was not presented	Medium	No	No	Yes	Will taken care in future.



	to us.					
23.	Tax collectors (except one or two) were inefficient and not cognizant of the fact that how tax is calculated, it raises question against the trueness of amount of tax ULB receives as Holding Tax.	Medium	Yes	Yes	Yes	Will strictly look after this.




 15/11/22
प्रशासक
 -सह-
 कार्यपालक पदाधिकारी
 नगर परिषद्, बाढ़


 15/11/22



नगर परिषद बाढ़, पटना

क्र. सं.	नाम	पिता का नाम	पता	होर्डिंग सं.	कब से कब तक बकाया	राशि	वार्ड नं.
01	अप कुमार साह	स्व. नंगानी साह	मलेपुर में बाजार	31/28	2008-09 से 2022-23	100800.00	19
02	दीपक कुमार	स्व. कैलाश प्रसाद शर्मा	मलेपुर में बाजार	49/66	2021-22 से 2022-23	63652.00	19
03	राज श्याम शर्मा	स्व. प्रभु शर्मा	बन्नीपुर बंगला धाम	0182/54	2011-12 से 2022-23	19992.00	
04	प्रेमचंद्र प्रसाद	इंद्री साह	स्टेशन रोड, बाढ़	0296/33	2016-17 से 2022-23	73399.00	3
05	सुभद्रा अनी शर्मा	स्व. अल्लान अनी	स्टेशन रोड, बाढ़	0306/36 0	2016-17 से 2022-23	73664.00	3
06	सत्युष मिश्र	सुमनाल मिश्र	स्टेशन रोड, बाढ़	303/130	2019-20 से 2022-23	110048.00	3
07	मधुसूता देवी	दिलेश प्रसाद मिश्र	काजीबक	NA/02/ 22	2014-15 से 2019-20	35337.00	3
08	कौशल्या देवी	स्व. रामचंद्र प्रसाद	काजीबक	141/03	2010-11 से 2018-19	37708.00	9
09	सुनी देवी	महेंद्र मिश्री	डेलबागोसाई	64/50	2008-09 से 2022-23	113771.00	25
10	महेंद्र मिश्री	गोपी मिश्री	डेलबागोसाई	65/51	2008-09 से 2022-23	57463.00	25
11	रामलक्ष्मण प्रसाद मिश्र	दिना राम	पोस्ट ऑफिस गली, बाढ़	148/542	2008-09 से 2022-23	103088.00	27
12	अरुण कुमार	विशु साह	स्टेशन रोड, बाजिनपुर	08/640	2018-19 से 2022-23	69773.00	27
13	रामलक्ष्मण प्रसाद	मोहम्मद साह	मलेपुर	0120/11 2	2008-09 से 2018-19	11274.00	13
14	मोहम्मद अहमद हमल	मोहम्मद साकिद	मलेपुर	85/89/9 2	2008-09 से 2018-19	65182.00	11
15	मोहम्मद आनीस	मोहम्मद अब्दुल हाफिज	मलेपुर	0134/25 3	2008-09 से 2018-19	26150.00	12
16	मन्वन्तर कुमार मिश्र	कंदार साह मिश्र	चौन्दी	01/223	2008-09 से 2018-19	49229.00	7
17	महेश साहब	हरि प्रसाद साहब	एन.एच. 31	48	2014-15 से 2022-23	100405.00	7
18	शारदा देवी	विन्देश्वरी मिश्र	एन.एच. 31	43/292	2008-09 से 2022-23	177238.00	7
19	देवन्दर साहब	तुलसी साहब	मगद विगा	88/289	2007-08 से 2018-19	49072.00	10



नगर परिषद बाढ़, पटना

क्र.सं.	नाम	पिता का नाम	पता	होस्टिंग नं०	कब से कब तक बकाया	राशि	वार्ड नं०
0	इन्दर कुमार सिंह	नरसी सिंह	कोई नहीं	80/529	2001-02 मं 2018-19	132257.00	1
21	इन्दर कुमार सिंह	नरसी सिंह	कोई नहीं	79/528	1996-97 मं 2018-19	186436.00	1
22	सुधीर सिंह	देवी सिंह	कोई नहीं	94/542	2008-09 मं 2018-19	542913.00	1

(Handwritten Signature)

प्रभारी कर्मचारी
नगर परिषद बाढ़



नगर परिषद बाढ़, पटना

चिन्हित होलिंग का वार्षिक कर

क्रम सं०	नाम	पिता का नाम	वार्ड सं०	भवन का प्रकार	इस्तेमाल	कारपेट एरिया	वार्षिक मूल्य	वार्षिक कर
01	दीपक कुमार	स्व० कैलाश प्रसाद भगत	19	Rcc	commercial	3480 sqft	156600.00	11275.00
02	शाह बेगिन सोमाट्टी	फातर	3	Rcc	Residential	15860 sqft	238810.00	14447.00
03	मुरंभ शर्मा बर्बर	अमर प्रसाद झापुर	24	Rcc	Residence+ commercial	15860 sqft	244988.00	22049.00
04	विद्यानंद कुमार मापना कुमारी	परमानन्द मात्र विद्यानंद	24	Rcc	Residence+ commercial	15860 sqft	268211.00	24139.00
05	बाबेश्वर सिंह	स्व० तिवर सिंह	25	Rcc	commercial	15860 sqft	115800.00	10422.00
06	हरी प्रसाद उर्फ हरिश्चंद्र प्रसाद	रामजी मन्	26	Rcc	commercial	15860 sqft	13530.00	150333.00
07	संचय देवी	संचय कुमार	27	Rcc	commercial	15860 sqft	62728.00	696977.00
08	सुशील कुमार बर्बर	संगाली प्रसाद	2	Rcc	commercial	5130 sqft	16621.00	230850.00
09	अजय कुमार	बुद्धदेव सिंह	2	Rcc	commercial	5130 sqft	24844.00	276044.00
10	मचिदानंद सिंह	चन्द्र दीप सिंह	2	Rcc	commercial	5130 sqft	23255.00	258388.00
11	संचय कुमार उमाशान्त सिंह व श्रीकांत सिंह	शारदा रमण सिंह	2	Rcc	commercial	5130 sqft	34344.00	381600.00
12	श्रीकांत सिंह	स्व० बाबेश्वर सिंह	1	Rcc	commercial	1121 sqft	40433.00	3639.00
13	टॉ० वाके सिंह अशिक्षा	रामगुलाब सिंह	1	Rcc	Residence+ commercial	1121 sqft	91655.00	8249.00
14	अनवरुद्र प्रसाद	स्व० रामकृष्ण सिंह	5	Rcc	commercial	1121 sqft	254078.00	22867.00
15	सचयुद्ध आत्म	स्व० महमूद आत्म	5	Rcc	commercial	1121 sqft	184855.00	16637.00
16	कृष्ण कुमार चौरमिया व किरण देवी	स्व० राम लखन भगत किशन कुमार चौरमिया	13	Rcc	commercial	1121 sqft	295322.00	26579.00
17	गोविन्द प्रसाद केजरीवाल	स्व० बल भद्र प्रसाद केजरीवाल	13	Rcc	Residence+ commercial	1121 sqft	160722.00	14465.00
18	गीता देवी	कृष्णा प्रसाद	17	Rcc	commercial	4080 sqft	225044.00	20254.00
19	सोनी प्रसाद यादव बर्बर	स्व० शिव नारायण यादव	17	Rcc	commercial	1280 sqft	123211.00	11089.00
20	सौशल्या देवी	स्व० कैलाश प्रसाद भगत	17	Rcc	commercial	5860 sqft	651111.00	22273.00

22/10/22

प्रभारी कर दारोगा
नगर परिषद बाढ़



NAGAR PARISHAD BARH
TRAIL BALANCE OF THE MONTH MARCH 22
MONTH - MARCH 22

SL	HEAD	AC	OPENING BAL	RECEIPT	PAYMENT	CLOSING BAL
1	14TH FIN	TREASURY	19330198		1661349	17668849
2	AD BUILD	TREASURY	2976103		1939000.00	1037103
3	CIVIC ANIMITIES	TREASURY	5946587			5946587
4	STAMP DUTY	TREASURY	15363660		12158951	3204709
5	P TAX	TREASURY	508	2803715		2804223
6	WARD COUN ALLOW	TREASURY	668900			668900
7	S PLAN WARD 9	TREASURY	315992			315992
8	S PLAN WARD 2	TREASURY	565054			565054
9	S PLAN WARD 17	TREASURY	2402523			2402523
10	S PLAN WARD 08	TREASURY	100000			100000
11	S PLAN WARD 15+16	TREASURY	828120			828120
12	STH FIN	TREASURY	127589139	3321080	9248326	121661893
13	CM NALI GALI	TREASURY	8110	6765743		6773853
14	CM NAL JAL	TREASURY	799225	16039925		16839150
15	EO SALARY	TREASURY	36179			36179
16	CITY MAN SALARY	TREASURY	0			0
17	M F	TREASURY	11169			11169
18	JAL JEEVAN HARIYALI	TREASURY	1913017		477226	1435791
19	NAGRIK SUBIDHA	TREASURY	6018000	150000		6168000
20	Swachhata Anudan	TREASURY	0	2984000		2984000
21	15 TH FIN (3105)	TREASURY	42023422		11740778	30282644
22	15 TH FIN (3106)	TREASURY	45301456		10099517	35201939
23	ROAD AND NALA CONST.	TREASURY	1450671			1450671
24	15th fin Health sector 14848	TREASURY	5457434			5457434
25	15th fin Health sector 14849	TREASURY	5457434			5457434
26	6TH FINANCE 3104	TREASURY	12379005	20389854		32768859
27	6TH FINANCE 3105	TREASURY	12379006	20389854		32768860
TREJRY TOTAL			309320912	72844171.00	47325147.00	334839936.00
BANK ACCOUNT		A/C NO	0			0
28	14TH FIN	SBI 973	0			0
29	BRGF	PNB 2396	2226261	15564.00		2241825
30	SBM	BOI 7455	124569			124569
31	SBM IDBI	IDBI 5976	3347654	25039.00		3372693
32	HFA	IDBI 5985	183000	105575.00		288575
33	REVENUE RECEIPT	PNB 3282	2901993.18	2290614.00	4807445.00	385162.18
34	PENSION/ K ANTHOUSTI	AXIS 1957	1912868	14150		1927018
35	e gov	AXIS 3314	9012	67		9079
36	SJSRY	AXIS 9025	5578177	34047	5578177	34047
37	NULM	IDBI 3662	0	4962.00	354	4608
38	SBM	ICICI 626	2066062	30850.00		2096912
39	BRGF	CANARA 8667	25053			25053
40	PF ACCOUNT	MBGB	2417348.38			2417348.38
41	PF ACCOUNT	PNB 8644	2912848.98	16286.00		2929134.98
42	PETTY CASH A/C	SBI 462	7246514.14	3297625.00	488048	10056091.14
43	SBM BOB	BOB 9271	0			0
BANK TOTAL			30951360.68	5834779.00	10874024.00	25912115.68
FINAL TOTAL			340272272.68	78678950.0	58199171.0	360752051.68

Rs - 360752051.68 (Thirty six crore seven lakh fifty two thousand fifty one rupees and sixty eight paisa only)



Handwritten signature and date: 12/03/22